

Centre Manager

Belvedere Community Centre (BCC) is seeking a skilled Centre Manager with exceptional organisational and communication skills.

You will be required to provide leadership to a small, friendly team of staff ensuring the needs of the local community are recognised and responded to with a collaborative approach.

The Centre provides a broad range of activities which give opportunities for community members to participate. These activities meet the aim of reducing isolation of many people and are offered in response to the needs of our community.

The Centre provides activities in a way which increases people's independence and fosters social interaction with other members of the community. The Committee of Management is committed to offering new and diverse activities to ensure we continue to be responsive and understanding of our community needs.

Key Selection Criteria includes:

- Demonstrated experience in and commitment to working with the community, in line with community development principles and practices
- Knowledge and experience of current Adult Community and Further Education trends and policy related to Neighbourhood House Coordination Program (NHCP)
- Proven managerial experience in financial and management procedures within an Incorporated Association
- Ability to manage and lead staff, volunteers and user groups
- Experience in working effectively with diverse populations and with a broad range of community partners and stakeholders
- Entrepreneurial and resourceful in generating funding for sustainable service delivery
- Excellent written and communication skills targeting diverse audiences

Please see attached for a full Position Description.

Applications can be submitted via email to centre_manager@belvedere.org.au with a letter addressing the key selection criteria and forwarding a current CV with contact details for two current referees.

Salary and conditions will be in accordance with the Social, Community, Home Care and Disability Services Industry (SCHADS) Award 2010.

Salary and Hours will be negotiable dependant on qualifications and experience.
Hours per week will be approximately 27 – 30hours.

Applications close Friday 4th December 2015 with commencement required mid-January 2016.

For enquiries and a confidential discussion regarding this position, please call Therese Kennedy on 0438 052 116.